

**OFFICE OF THE EXECUTIVE ENGINEER**  
**SOUTH DIVISION, S.D. SECTOR, K.M.D.A.**  
**BAGHAJATIN STP COMPLEX, KOLKATA - 700 094**  
Email: eesdbaghajatin@gmail.com

**NIQ No : 09/EE/ South /SD Sector/KMDA Of 2024-2025**

**Memo no. : 53/EE/South/SD Sector/KMDA/N-03**

**Date: 21.01.2025**

Sealed Quotations in Letter head pad are hereby invited by the **Executive Engineer, South Division, SD Sector, KMDA, Baghajatin STP Complex, Kolkata - 700 094** from bonafide, reliable, experienced & resourceful firms / individuals contractors / who have successfully completed works in Government /Govt. Undertaking/Govt. Autonomous Bodies/Semi-Govt./Statutory Bodies/Local Bodes having credentials of at least **1 (One) Similar Nature Of Work** of minimum value not less than i) 40% of the quoted amount in a single contract OR ii) two contracts each of at least 30% of the quoted amount OR iii) single running work having completed 80% or more and value of which is not less than as in i) above, during last 5 (five) years from the date of issue of this NIQ.

Sl. No.	Name of Work	Earnest Money (Rs.)	Time of Completion	Cost of Tender Paper (non-refundable) (Rs.)
1.	Engagement of survey agency for conducting topographical survey at different locations under Kalyanpur Gram Panchayat.	2% of the Quoted Amount. Initial Earnest Money deposit shall be Rs: 2,000.00 and balance (if any) of 2% shall have to be deposited on acceptance of bid.	15 Days	350/- (Cash/ Demand Draft)

1) Original Earnest Money deposit in the form of DD/ Bank Draft/ Pay Order issued from any Nationalized/ Scheduled Bank in favor, **KMDA** payable at **Kolkata**.

2) **Details Tender Proceedings will as follows :**

1)	Last date of receipt of application (in duplicate) along with all documents for quotation.	Up to 2.00 P.M. on 29.01.2025
2)	Date and time for permission for participating and Purchase of Tender Documents.	At 4.00 P.M. on 29.01.2025
3)	Date and time of submitting of quotation.	At 1.00 P.M. on 05.02.2025
4)	Date and time of opening of quotation.	At 3.00 P.M. on 05.02.2025

Tenders will be opened by the **Executive Engineer, South Division, SD Sector, KMDA, Baghajatin STP Complex, Kolkata - 700 094** or his authorized representative in presence of tenderer or their authorized representatives who may like to be present.

3) **Eligibility criteria for the bidders:-**

- a) Intending tenderers should produce credentials of the minimum value not less than i) 40% of the quoted amount in a single contract OR ii) two contracts each of at least 30% of the quoted amount OR iii) single running work having completed 80% or more and value of which is not less than as in i) above, during last 5 (five) years from the date of issue of this NIQ.
  - b) Bidder should have PAN card, P. Tax, Valid income tax return (For Last 3 yrs ), Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 & Latest Valid Trade License, Credentials, Work Order, completion certificate etc.
  - c) Bidders shall not be under Ban/Blacklisting/Debarment for corrupt and fraudulent practices or for lack in performance by any Government/Semi-Government entity.
  - d) Any false declaration and non-compliance of the above would be a ground for immediate termination of the contract and further legal action in accordance with the laws and tender documents.
- 4) **Earnest Money:-** The tenderer shall have to deposit requisite earnest money along with the tender document in prescribed manner failing which the tender shall be rejected. The balance earnest money if any to fulfill **2(two) percent of the tender value** is to be deposited in the form of DD/Bank Draft/ pay Order issued from Nationalized/scheduled bank in favour, KMDA payable at Kolkata at the time of submission of tender.
- 5) **Security Deposit:** - 10% Security Deposit will be deducted from gross bill value of each every running bill and from final bill without any upper ceiling limit. Deposited EMD will be adjusted as part of security deposit. Refund of security deposit will only be made after 3 months on successful completion of works.
- 6) The **Executive Engineer, South Division, SD Sector, KMDA**, Baghajatin STP Complex, Kolkata – 700 094 , reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.
- 7) Before issuance of the Work Order, the tender inviting authority may verify the credential & other documents of the successful bidder if found necessary. After verification, if it is found that such documents submitted by the successful bidders either manufactures or false in that case Work Order will not be issued in favour of the bidder under any circumstances.
- 8) Rates should be quoted clearly both in figures & words for each item and the quoted rates must be inclusive of every demand. No conditional quotation will be accepted.
- 9) **Language of Quotation:** - The quotation shall be submitted in English. All literatures and correspondence in connection with the quotation shall be in English.
- 10) Successful bidder shall have to execute formal agreement in five (5 ) set in the prescribe format which will be available from the office of the undersigned @ **Rs. 200 per copy**.
- 11) The Tender inviting authority reserves the right to accept or reject any or all the quotations without assigning any reason what so ever.



12) List of common documents shall have to be submitted by each tenderer at the time of submission of last date of receiving quotation.

- i. Income Tax Return (For last 3yrs)
- ii. Pan Card.
- iii. Professional Tax clearance certificate.
- iv. Trade License.
- v. Work Order for the work in technical credential.
- vi. Completion certificate of the said work.
- vii. Payment certificate of the said work.
- viii. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.

**13. Scope of the work:**

A topographical survey work at Tongtala, Jagadishpur, Chak Alalpur, Chakarberia, Dhopagachi, Uttar Kalyanpur, Purandarpur within Kalyanpur Gram Panchayat.

- i. Topographical survey of required area depending upon the nature of topography and availability of land to be conducted using TS and Auto level.
- ii. Alignment drawing, in Long section and cross section with 60m interval are to be prepared and submitted as per standard Engineering practice.
- iii. Outfall study along with long section, cross section to be done.

Sl. No	Description of Deliverables / Stage of work	Submission of Reports	Time Schedule (to be reckoned from the date of award of Work Order)	Payment milestone (%)
1.0	Submission of the drawings as per scope of the work.	3 Hard Copy + 1 Soft Copy	15 Days	---
2.0	On approval of the drawings as per scope of the work.	3 Hard Copy (corrected and approved) + 1 Soft Copy	----	100% of the Quoted Amount. Deducting SD shall be as per order of Finance dept., Govt. of West Bengal.

Acceptance of the lowest and/or any other quotation is not obligatory. The undersigned reserves the right to accept or reject any of all quotations without assigning any reason what so ever.

Bill of Quantity (B.O.Q)					
SI No.	Name of the work	Qty	Unit	Rate to be quoted	Total
1	Engagement of survey agency for conducting topographical survey at different locations under Kalyanpur Gram Panchayat.	1	each		


Executive Engineer  
South Division, SD Sector, KMDA

**Memo no. : 53/1(6)/EE/South/SD Sector/KMDA/N-03**

**Date: 21.01.2025**

Copy forwarded for kind information and necessary action to:

1. The Chief Engineer, SD Sector, KMDA
2. The Superintending Engineer, Prog. Circle, SD Sector, KMDA
3. The Deputy Secretary, P.R.O., KMDA ... Enclosed please 3 (three) copies of the NIT. He is requested to kindly circulate the NIQ as per prevailing norms of KMDA.
4. The Accounts Officer, SD Sector, KMDA.
5. The Sr. Accounts Assistant, South Divn, SD Sector, KMDA.
6. The Notice Board, South Divn., SD Sector, KMDA

  
21/01/2025  
Executive Engineer  
South Division, SD Sector, KMDA